

**SECURITY DO'S AND DON'TS****PLAINTIFF'S  
EXHIBIT**

Balock 34

**Do's**

1. Do report to work as scheduled, alert and ready to face the day.
2. Do follow the instructions of your on-site supervisor, usually the branch manager or designee.
3. Do greet library users in the Wal-Mart tradition-smiling, with a helpful attitude but with an awareness of visitor's presence.
4. Do be visible to the staff and public at all times.
5. Do perform in a polite, courteous, professional manner with a pleasant demeanor; welcoming yet "no nonsense" stance if situation calls for it.
6. Do patrol the entire library inside and outside as your supervisor and circumstances dictate.
7. Do communicate with the supervisor and other staff members to work as a team to provide a safe, secure environment.
8. Do complete and sign a time sheet at and for every location worked.
9. Do report directly to the on-site supervisor as soon as you know you will be absent, running late or if there is any change in the schedule whatsoever. Reporting an absence 30 minutes after a scheduled arrival severely diminishes the possibility of providing substitute security.
10. Do call 911 if the situation calls for Police or other emergency personnel. Follow with a call to Security at Central.
11. Do be proactive in requiring visitors of all ages to comply with Library Rules and appropriate library behavior.
12. Do restrict cell phone use to after duty hours.

**Don'ts**

1. Don't use security time to catch up on your reading, improve your computer skills or listen to the radio. You are on duty and alert status.
2. Don't become distracted by personal visitors or idle conversation and allow mischief to take place.
3. Don't allow library users (children or adults) to run, talk loudly, gather in boisterous groups or otherwise behave in ways that create a distraction or disturb other library users.
4. Don't fail to communicate any irregularities or concerns with the on-site supervisor.

You were hired to maintain order and secure the premises. Inform the supervisor of any challenges that will prohibit you from performing your job.

Warren Graham will be the guest speaker for Adcou on 9/8/09

Subject: Warren Graham will be the guest speaker for Adcou on 9/8/09

From: Pam Lyons <pam@bham.lib.al.us>

Date: Thu, 27 Aug 2009 17:51:31 -0500

To: ADCOU <adcou@post.bham.lib.al.us>

CC: Mike Lee <Mlee@bham.lib.al.us>

PLAINTIFF'S  
EXHIBIT

JS Blalock

Hello All,

Lots of concerns have arisen from those attending the Sexual Harassment workshop as well as other issues long before this training. So much so that we decided to get Warren Graham here before Staff Day. The goal is to get as many of his recommendations in place as we can before he returns in October. Plan on spending most of the day in AdCou on 9/8. This was the only day he is available for the rest of the year. Think about issues you'd like him to address. Warren will fly in to Birmingham on Monday night and fly out on Tuesday evening.

We'll provide him the policies and procedures we have in place and he'll tell us what else we need. We'll have him discuss customer service training and managing visitor behavior in particular in our libraries.

Are there other areas that come to mind? Respond to this email and we'll finalize our thoughts by the Sept.1 AdCou meeting.

Plan on attending the training session on 9/8 and you're welcome to submit topics to be addressed by Warren.

Thanks,

*Block 36*

**SEXUAL AND GENDER HARASSMENT POLICY**  
– Executive Order 67-92 (Revised 9-14-98)

It is the policy of the City of Birmingham that sexual or gender harassment of City employees or applicants for City employment is strictly prohibited and shall be grounds for dismissal. Sexual or gender harassment increases hostilities, creates an offensive working environment, decreases productivity, adversely affects positive working relationships, and tarnishes the image of city government.

Sexual harassment for purposes of this policy is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- (b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (c) Such conduct has the purpose or effect of interfering with an individual's work

Gender harassment for purposes of this policy is defined as conduct which creates an offensive working environment and usually takes place without any suggestion of sexual behavior. Gender harassment exists when the work environment is biased against an employee simply because that employee is a female or a male.

Sexual and gender harassment, although different in nature, are both forms of sex discrimination. They are illegal activities that may result in criminal and/or civil liability for both the employee and the City.

**EXAMPLES OF BEHAVIOR THAT MAY  
CONSTITUTE SEXUAL OR GENDER HARASSMENT**  
(this list is not all-inclusive)

- (a) Subtle or overt pressure for sexual activity or the repeated pressure for dates.
- (b) Unwelcome touching, patting, pinching, or "friendly" arms around the shoulders.
- (c) "Dirty jokes" and lewd language including the display of lewd photographs, drawings, films, videos, tape recordings, and use of sexually derogatory writings.
- (d) Repeated brushing against another employee's body or deliberate assaults and molestations.
- (e) Leering, comments about an individual's body, or sexual gestures or sounds.

- (b) Refrain from any behavior that would be a violation of City policy.
- (c) Provide support to employees who feel they are victims of such harassment.
- (d) Discourage behavior, by anyone, which may be perceived as sexual or gender harassment.
- (e) Cooperate with supervisors and the Personnel Department when they seek information about a complaint.
- (f) Take advantage of opportunities to further educate yourself on the issue of sexual harassment and gender discrimination.

Individuals who feel that they have been sexually harassed are encouraged to take action themselves in a rational and responsible way. Confront the offender and discuss the situation:

- (a) To give the offended and offender a chance to see things from each other's point of view, since neither may have any understanding of how their behavior is being perceived by the other.

State clearly:

"I do not want this to continue."

"I find your behavior offensive. Please leave me alone", or similar statements.

- (b) To allow persons who are unsure if they have been harassed, as well as those who have given misunderstood signals, to present a consistent and clear message. This will also give fair warning when appropriate and allow those involved a chance to explain and cease such conduct.
- (c) To allow offending employees a chance to stop any harassment before management

Other Actions:

- (a) Report incidents of sexual harassment to your supervisor, your supervisor's superior, or the City's Personnel Department (254-2797).
- (b) If the harassing behavior continues, write a letter to the aggressor describing the actions that you find offensive. Include a copy of this policy with your letter. Deliver the letter personally while accompanied by a third party.
- (c) Keep a written record of each incident, noting the time, place and details.

- (b) Express strong disapproval of such harassment in general to ensure that the work environment is free from even an implied acceptance of harassing behavior.

If a complaint is received, a supervisor shall take the following actions:

- (a) Listen actively to the complaint in a **private** setting to give the person(s) who feels they have been harassed the opportunity to share the problem openly. **DOCUMENT**
- (b) Inform superiors about the situation of potential harassment. **DOCUMENT**
- (c) Ask if employee has sought resolution within the department and encourage him or her to do so. With the consent of the employee, arrange a meeting between the employee feeling harassed and appropriate parties to seek resolution **within the department**.
- (d) Conduct and/or assist in a prompt, fair, and thorough investigation as required. **DOCUMENT**
- (e) If your department determines that the complaint is valid, recommend appropriate
- (f) Notify the Personnel and Law Departments **IMMEDIATELY**.

### **PERSONNEL DEPARTMENT**

If resolution of the harassment complaint cannot be achieved within the individual department, the Personnel Department shall do the following:

- (a) Notify the department head in writing that an investigation will be conducted.
- (b) Conduct a prompt, fair, and thorough investigation.
- (c) If evidence is found that harassment may have occurred, the Personnel Department will seek to mediate a mutually satisfactory resolution of the complaint. If a satisfactory resolution cannot be reached, City management shall take immediate action deemed appropriate and responsible based on the findings of the investigation. If the complaint cannot be substantiated, the complainant will be so notified.
- (d) In all cases the Personnel Department will forward a report of its findings to the Mayor, City Attorney, department head and complainant.